

Reference Payroll Procedures
Manual Section H 300

NOTE: Submit original to the State Controller’s Garnishment Unit.
Submit original, one copy, and court order.

DOCUMENT NUMBER

1. AGENCY NAME		4. POSITION NUMBER				
		(Agency) (Unit) (Class) (Serial)				
2. SOCIAL SECURITY NUMBER	3. NAME (F.I.) (M.I.) (LAST)					
5. EFFECTIVE DATE	6. ACTION TYPE <input type="checkbox"/> NEW <input type="checkbox"/> MODIFICATION OR CORRECTION OF ITEM <input type="checkbox"/> CANCELLATION OF GARNISHMENT					
		ORIGINAL EFFECTIVE DATE				
7. PAY FREQUENCY <input type="checkbox"/> MONTHLY <input type="checkbox"/> SEMI-MONTHLY <input type="checkbox"/> BI-WEEKLY						
8. CHILD SUPPORT GARNISHMENT AMOUNT (038)						
A. <input type="checkbox"/> COURT ORDERED ASSIGNMENT OF WAGES (ONGOING SUPPORT) (FC 150 et seq., 5200 et seq. or PC 3088)						
\$ (MONTHLY AMOUNT) <input type="checkbox"/> DEDUCTION AMOUNT CHANGED FROM \$ (Must be completed if changing 8A)						
\$ (DEDUCTION AMOUNT PER PAY PERIOD)						
B. (339/002) <input type="checkbox"/> EARNINGS WITHHOLDING ORDER FOR SUPPORT – ARREARAGES (CCP Section 706.030, 706.052, and 706.070 et seq.) (including FTB Child Support Collection Program, Revenue & Taxation Code 19271)						

9. TOTAL GARNISHMENT AMOUNT \$	
10. COMPLETE ONLY IF COURT SPECIFICALLY STATES (May only be completed with 8B.)	
A <input type="checkbox"/> TERMINATION DATE OF EARNINGS WITHHOLDING ORDER	
B <input type="checkbox"/> MAXIMUM GARNISHMENT AMOUNT DEDUCTIBLE PER MONTH \$	
C <input type="checkbox"/> SUPPORT EXEMPTION AMOUNT \$	
D <input type="checkbox"/> SPECIFIC AMOUNT TO BE DEDUCTED PER MONTH \$	

11. FOR DEPARTMENT OF CHILD SUPPORT SERVICES USE ONLY

EMPLOYEE ADDRESS

EMPLOYEE DATE OF BIRTH (MM) (DD) (YYYY)

12. ENTER CASE NUMBER

Must be completed Case Number

PAYEE NAME

C / O S D U

P O B O X 9 8 9 0 6 7

W E S T S A C R A M E N T O C A 9 5 7 9 8

13. REMARKS		
14. FORM COMPLETED BY	TELEPHONE AND EXTENSION	15. PAYROLL INFORMATION CERTIFIED IN ACCORDANCE WITH B/C RULE 660
		AUTHORIZED SIGNATURE DATE
		TYPED NAME